



FY2005 (7/1/05 – 6/30/06) Annual Work Plan Jefferson County Conservation District

For More Information Contact: Al Latham, 360-385-4105, latham@jefferson.wsu.edu

Mission of the Jefferson County Conservation District

"The function of Conservation Districts is to take available technical, financial, and educational resources - whatever their source-- and focus or coordinate them so that they meet the needs of the local land user."



Natural Resource Priorities and Goals:

• Water Quality:

- Continue water quality monitoring program to document improvements, evaluate BMP implementation and point out potential problems.
- Assist landowners with planning and implementation of Best Management Practices focused on improving/protecting water quality, fish and wildlife habitat.
- Assist landowners with development and implementation of conservation plans.
- Participate in the watershed planning processes within the District.
- Continue to implement components of the WRIA 17 Watershed, Quilcene/Dabob, Ludlow and Discovery Bay Watershed Plans assigned to the District.
- Assist landowners, agencies, community groups, and Tribes with planning and implementation of salmon restoration projects throughout the District. Emphasis will be placed on efforts directed at species listed, or proposed for "listing," under the Endangered Species Act.
- Assist shellfish growers in addressing their water quality concerns.
- Assist Jefferson County with aspects of the Growth Management and Endangered Species Acts affecting water quality, agriculture, forestry and salmon habitat restoration/protection.
- Assist livestock farm operators with planning and implementation of nutrient management plans and best management practices.

• Agriculture:

- Assist farm operators with improvements in production and sustainability through individual consultation and conservation planning.
- Assist livestock farm operators with AFO/CAFO related planning, and practice implementation..
- Assist all farm operators with planning and implementation of Best Management Practices focused on improving/protecting water quality, fish and wildlife habitat.
- Assist County with Growth Management Act and Endangered Species Act planning related to agriculture.
- Promote and coordinate the Conservation Reserve Enhancement Program (CREP) in Jefferson County.
- Participate in local agricultural functions to keep informed on issues, needs and concerns of agricultural community.

• Forestry:

- Coordinate the public notification and water quality monitoring of aerial applications of herbicides on forest lands.
- Organize and conduct annual tree/shrub sale.
- Assist woodland owners and managers with conservation planning.
- Increase public awareness of value of non-timber woodland resources.
- Encourage species diversity in woodland plantings.

- **Fish & Wildlife:**

- Promote fish & wildlife habitat enhancement on private land through information/education activities and project planning/implementation.
- Make trees/shrubs available to the public through the annual tree sale for wildlife habitat improvement.

- **Education:**

- Conduct farm tours/workshops focusing on implemented BMP's.
- Provide presentations to horse owners and other livestock groups on Best Management Practices
- Assist WSU Cooperative Extension with their natural resource oriented workshops.
- Conduct watershed tours with an emphasis on human interaction with the watershed and to showcase habitat and water quality projects.
- Conduct a tree sale emphasizing trees/shrubs for riparian revegetation and wildlife habitat.
- Publish a quarterly newsletter.
- Set up and staff displays at appropriate events.
- Provide presentations to school and community organizations on resource issues and other topics, as requested.
- Provide assistance to school programs focused on natural resources.

- **District Operations:**

- Recruit associate supervisors.
- Set work priorities for staff.
- Conduct annual elections.
- Review annual plan on a quarterly basis.
- Publicize and conduct monthly meetings.
- Submit monthly financial reports with minutes of monthly meetings to Conservation Commission.
- Coordinate with County, State and Federal agencies, Tribes, and local organizations working on natural resource issues.
- Fulfill agreement with Jefferson County to provide services.
- Conduct annual internal audit to examine financial records and administrative operations.
- Maintain records for personnel management.
- Provide adequate training for staff.
- Review District operations and procedures annually.
- Coordinate programs with neighboring Conservation Districts when feasible and mutually beneficial.
- Respond to additional opportunities to work with landowners as they develop.

- **Supervisor and Employee Training**

- Work with Conservation Commission to provide new Supervisor orientation and training.
- Supervisor training as requested or available.
- Encourage Supervisor and Employee participation in annual WA Assoc. of District Employees (WADE) training.
- Encourage employee participation in NRCS training opportunities.
- Encourage employee participation in appropriate workshops and other training opportunities.

- **Funding:**

- District operations and activities will be funded by grants from Jefferson County, Washington State Conservation Commission and other sources as they are available. A tree sale will be held to raise additional revenue.



FY2005 Annual Budget JEFFERSON COUNTY Conservation District

Jefferson Co. Conservation Dist. FY 2005-2006 Operating Budget

Source	Projected Income	Outflows	Projected Expenses
Jefferson Co.	49,760	Dues, registrations	1,250
WCC Basic Funding**	1,868	Repairs/Maint	700
WCC Puget Sound Fund**	8,793	Salary	136,915
WCC Water Quality Imp.**	29,852	Benefits	66,340
WCC Puget Sound Grant**	36,875	Office Supplies	3,700
WCC Livestock Grant**	6,732	Fuel	400
WCC CREP** (joint Clallam/Jefferson CD program)	63,400	Resale - trees	7,900
Tree Sale	11,000	Small tools	2,500
Interest	570	Professional Services	0
copies	700	Communications	2,750
Hood Canal monitoring	2,333	Travel	3,400
		advertising	100
		Rent	9,500
		Insurance	3,000
		Misc	2,100
Total Income	211,883		
		Sales tax remit	1,000
		Refunds	95
		Total Expense	241,650

**WCC funding dependent on final state budget.